

Pike

Misc.

(Rev. 01-15-04)

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**Manatron, Inc. & Miami Systems Corporation  
Contract for Computer Services**

**PIKE COUNTY  
2003 / 2004 LASER TAX BILL OUT SOURCING PROGRAM**

**SCOPE OF WORK**

To provide Tax Bill and Envelope component production, data processing, imaging, folding, inserting, sorting, and all mail preparation services as needed for Pike County Tax Bills.

**CONTRACT TERM**

This contract is in effect for the 03/04 tax bill collection period. In the event that Pike County terminates this contract before the tax bill mailing and/or shipment, all printed forms and envelopes are the property of Pike County and must be paid in full within thirty (30) days.

**PRICING**

The pricing contained in this Agreement shall be guaranteed for the one time mailing and/or shipment. Pricing is all-inclusive and includes the production of all listed forms, envelopes, data processing, imaging, folding, inserting, sorting and all mail preparation. The only cost not included is postage & freight costs, which will be reviewed later in this proposal.

**SCHEDULED DUE DATES**

Tax bill data will be made available to Miami Systems through Manatron, Inc.. Please contact Manatron Customer Service at (800) 422-2835 for procedural assistance in sending data. The data will be transferred digitally via a secure FTP drop site to Miami Systems' data processing facility. Miami Systems will commit to pre-scheduled Tax Bill "Mail" and/or "Ship" dates dependent on scheduled receipt of "Live Data" as specified on page (4) of this agreement. If "Live Data" is not received and approved by due date or if pre-scheduled due dates are not listed on this contract, Miami Systems will schedule ship & mail dates within (10) work days from receipt of "Live Data" audit approval.

**ADDITIONAL INSERT MATERIALS & SCHEDULING**

Additional message insert materials produced by Miami Systems or any other vendor may be inserted at no additional cost. Inserts must be pre-folded, and of proper finished size & construction compatible with Miami Systems inserting equipment. Please contact Miami Systems in advance of mailing to check for compliance and production lead times. To be included in a scheduled mailing, inserts must be received at Miami Systems' processing facility at least three (3) work days prior to date of "Live Data" receipt.

**QUANTITY**

The pricing contained in this agreement is based on a pre-sale audit count of Pike County Tax Bill address records submitted prior to order. If actual component quantities used are less than or greater than 6% variable to estimate, contract pricing herein is subject to review and adjustment.

**COMPONENT SPECIFICATIONS (As Required)****TAX BILL STATEMENT** (Subject to Indiana State Board Approval)

Size: 8-1/2 x 14 1-Pt Cut Sheet / Paper: 20# White "Acid Free" Laser Bond

(3) Full Horizontal Perforations spaced 3.5" apart

Preprint: 3-Color (Face) and 1-Color (Back) per standard Manatron format

Variable Duplex Imaging: Black

**OUTGOING ENVELOPE**

Custom OSDS DBL Window to Fit / Paper: 24# White Wove

Preprint: 2-Color (Face) and 1-Color (Back) per standard Manatron format

**Note:** Printing on face of envelope to include the Ancillary Service Endorsement "Address Service Requested". This is required to receive USPS automated discount rates. USPS new address notification fees may apply. Contact your local USPS for current information & rates.

**IMAGING**

Miami Systems will be variably imaging the entire length of the Tax Bill. To aid in remittance processing, Miami Systems will bar code the MVP File Number" onto the face of each panel. At Pike County request, additional "Static Message" fields can be placed in non-data areas; See "Sample Bill" for reference to variable imaging shown in black.

**TAX BILL DATA PROOFS**

"Data Proofs" on a quantity of (1) to (20) county specified tax bill parcel numbers will be imaged on pre-printed tax bill stock and either faxed or shipped to Pike County for approval prior to actual "Live Run". Data Proofs will show actual data printout as it will appear on "Live" tax bills.

**AUDIT VERIFICATION**

Upon receipt of "Live Data" for mailing, Miami Systems will provide Pike County with an "Audit Verification Report". Signed approval from Pike County will be required before "Live Data" processing begins. The report format will contain but is not limited to the following;

Total Records Received	Merge Rate %	Postage Estimate
Do Not Print Records	Tax Bills Flat Bulk Ship	Avg. Postage per Mailable Bill
Duplicate Records	Total Tax Bills	Total Tax Due Spring
Total Records to Process	Mailable Records	Total Tax Due Fall
Single Insert Tax Bills	Non-Mailable Records	Total Tax Due
Multiple Insert Tax Bills		
Total Inserted Tax Bills		

## POSTAGE

Miami Systems Corporation uses postal Software that is CASS certified by the U.S. Postal Service. All Tax Bills will be mailed First Class at the most economical postal rate. An U.S. Postal Form 3602 will be supplied to Pike County documenting the number of pieces mailed and the rate. This form will be attached to the invoice after each mailing and act as the "bill of lading".

Postage cost will be handled by funding a corporate permit held by Manatron, Inc.. Pike County will fund this permit by depositing a check in advance of mailing. Pike County will be notified of the actual automated postage amount needed at time of "Live Data" receipt. When requested, a check should be made out to the U.S. Post Master and forwarded to Miami Systems. Any balance remaining after mail date will be refunded by Manatron, Inc.

Miami Systems will provide a service known as "address hygiene" as part of the postal automation process. This service ensures that the address provided in the data file conforms to the US Postal Service standards. This service will ensure the fastest and most accurate postal delivery of Tax Bills. Non-Mailables will be returned in unsealed envelopes to Pike County for address verification.

**PROJECT COST - SORT REQUIREMENTS - JOB SETUP - STANDARD "MVP" PROGRAM**

**Invoiced by:** Manatron, Inc..  
A Miami Systems Corporation Partner  
4625 West 86<sup>th</sup> St., STE 800  
Indianapolis, IN 46268

**Ship & Bill:** Pike County Treasurer  
Pike County Courthouse  
801 Main St.  
Petersburg, IN 47567-1298

**Customer Service**

Manatron: (800) 422-2835 Fax (317) 802-9032  
Miami Systems: (877) 410-0108 Fax (574) 234-8470  
Email: [southbend@miamisystems.com](mailto:southbend@miamisystems.com)

**County Contacts**

Ronald Ballard / Treasurer, Cathy Traylor / Deputy  
(812) 354-6363 Fax (812) 354-3500  
Email: [patch2943@earthlink.net](mailto:patch2943@earthlink.net)

<b>Qty Estimate</b>	<b>(Ref 10-14-03 Audit)</b>	<b>Manatron / Miami Systems Computer Services</b>	<b>Price</b>	<b>Amount</b>
11,156		Tax Bills Processed for "Single" Insert into Outgoing Envelopes - Includes Total Job Costs for Envelopes, Stmt's, and Data Processing	\$ 0.480	\$ 5,354.88
7,752 (41% Merge)		Tax Bills Processed for "Multiple" Insert into Outgoing Envelopes - Special Sort for "Name Match" Tax Bills Going to (1) Address	\$ 0.360	\$ 2,790.72
0		Tax Bills Processed for "Flat" Non-Insert Bulk Shipment to County - Special Sort by ID#/Units/Alpha per County submitted "Party ID List"	\$ 0.220	\$ 0.00
<b>18,908</b>		<b>Total Bills Processed at Average Cost per Bill (Before Postage)</b>	<b>\$ 0.430</b>	<b>\$ 8,145.60</b>

Unit prices quoted above are firm from order date through job completion. Component quantities listed are estimated. Actual Tax Bills mailed and/or shipped will affect extended amounts. Pike County will only be billed for components used. "Waste" due to Overruns or Underruns will not be charged. Freight costs, miscellaneous metered postage costs, and any special quoted additional service costs or supplies will be prepaid and listed separately on your invoice. Thank you for doing business with Manatron & Miami Systems.

**DUE DATE for LIVE DATA**  
"To Be Determined"

**SCHEDULED SHIP & MAIL DATES**  
00-00-00 "Flat Ship" and 00-00-00 "Mailables"

**\* Estimated Postage Costs - Current USPS Quoted Rates**

Non-Automated 1<sup>st</sup> Class Pre-Sort Rate @ \$0.3520 x 18,908 Pieces (County Mailed) = \$ 6,655.62

Automated Average Discount Rate @ \$0.3189 x 11,156 Pieces (Miami Mailed) = \$ 3,557.74

Average Postage per Mailable Record = \$0.1884

**EST. POSTAGE SAVING = \$ 3,097.88 or 47%**

Total Estimated Project Cost \*(With Postage)

\* \$ 0.618 \$ 11,703.34

**"MVP" SETUP for TAX BILL SPECIAL IMAGING FEATURES**

See Tax Bill Mock-Up

- 1) "Treasurer Name" printed above return address on back of bill
- 2) Parcel# prints above taxpayers postal automated address on back of bill

**SPECIAL INSTRUCTIONS**

Ship "Mailables" tax bills back to county in un-sealed envelopes

Send USPS address error report to County Treasurer with Coded Bulk Ship Bills

Tax Bill Insert (Proposed Separately)

**TERMS OF PAYMENT**

All invoices will be submitted to Pike County by Manatron, Inc. and are payable in full no later than thirty 30 days after the date of invoice receipt.

**LIABILITY**

Miami Systems will be liable for the quality and accuracy of the output of the Tax Bill processing and mailing. Miami Systems will not be liable for the integrity of the data received from Pike County. If the quality of the output of the Tax Bill processing and mailing is incorrect or damaged, Miami Systems will replace and remail the incorrect or damaged Tax Bill processed mail pieces within forty eight (48) hours after the error is discovered. The replacement and reconciliation shall be at no cost to Pike County, including the cost of postage for reconciliation replacement.

**NO ASSIGNMENT**

Miami Systems shall not assign its rights or delegate its obligations, or otherwise transfer this Agreement, or any interest herein without the prior written consent of Pike County ; and any purported transfer or attempt to transfer is null and void and of no effect.

**ENTIRE AGREEMENT**

This agreement constitutes the entire understanding between the parties. All previous representations and undertakings, whether oral or written, have been merged herein. Only a writing signed by both parties may change this Agreement.

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Authorized Signature for Pike County

Date

X



Games Slayter / Project Coordinator  
Miami Systems Corporation (877) 410-0108

Cc: Jim Hoffman / Regional DPC Specialist  
Miami Systems Corporation (937) 294-3919x721

Jacque Clements / Tax Support Team Manager  
Manatron, Inc.. (800) 422-2835

Kristie Bartosiak/ Manatron Customer Support  
Manatron, Inc.. (800) 422-2835

## COST OF SENDNG OUT TAX STATEMENTS

Part time employees	\$5,857.60
Postage	6,995.96
Toner for Printer	1,400.00
Social Security	439.32
Perforated paper to print bills on	500.00
Envelops	550.00

Total	\$14,342.88
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Miami System Costs	\$ 8,145.60
Postage	3,557.74

Total	\$11.703.34
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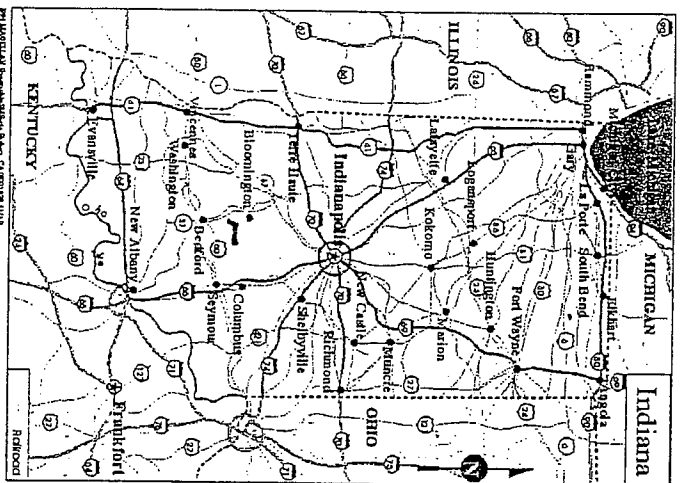
Savings	\$ 2,639.54
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Estimate \$309.38 less than last year

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# INDIANA COUNTIES

**WHO OUT SOURCE THEIR TAX BILLS**  
**with Manatron, Inc. & Miami Systems Corp.**



- Adams
- Bartholomew
- Boone
- Daviess
- Decatur
- Dubois
- Fulton
- Jasper
- Jefferson
- Jennings
- LaGrange
- Marshall
- Martin
- Miami
- Monroe
- Parke
- Pike
- Scott
- Shelby
- Spencer
- Starke
- Wabash
- Washington
- Wayne
- White
- Whitley